

**TENBY TOWN COUNCIL**

**DE VALENCE PAVILION  
UPPER FROG STREET  
TENBY**

27<sup>th</sup> October 2021

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 2<sup>nd</sup> November 2021 at 7.30 pm** to transact the business stated below.

Due to the continued coronavirus situation, this meeting will be held remotely.

Members of the public wishing to access the meeting to listen (but not speak) are asked to contact the Town Clerk for access details.

MEMBERS: PLEASE NOTE THAT PCNPA HAVE SWITCHED TO AN ONLINE SYSTEM FOR VIEWING PLANNING APPLICATIONS. NO PAPER COPIES ARE AVAILABLE. APPLICATIONS TO BE CONSIDERED AT THE MEETING CAN BE VIEWED ONLINE IN THE COUNCIL OFFICES DURING NORMAL HOURS OR BY VISITING THE FOLLOWING LINK  
<http://planning.pembrokeshirecoast.wales/>

Yours faithfully



**A. J. DAVIES**  
**FINANCIAL OFFICER/CLERK TO THE COUNCIL**

**A G E N D A**

1. To receive Apologies.
2. To disclose any personal interests in items of business listed below.  
  
Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
3. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.
4. To confirm the Minutes of the Tenby Town Council Meeting held 19<sup>th</sup> October 2021.
5. To consider any Matters Arising from the minutes.

6. To discuss the following Planning Applications and to agree action in response to proposals:
  - a. NP/21/0627/FUL – Alterations and extensions associated with proposed change of use to restaurant and hotel – 3 and 4 Upper Frog Street, Tenby.
  - b. NP/21/0628/LBA – Alterations and extensions associated with proposed change of use to restaurant and hotel – 3 and 4 Upper Frog Street, Tenby.
  - c. NP/21/0630/FUL – Proposed development of 2 dwellings- Park Road Garage, Park Road, Tenby.
  - d. NP/21/0636/FUL – Proposed change of use of existing ground floor front room from Barber shop to become part of existing residential dwelling and installation of new ground floor window to replace existing door/windows to principal elevation (north) – 16 Warren Street, Tenby.
  - e. NP/21/0685/FUL – Installation of rapid electric vehicle charge posts and associated equipment – Butts Field Car Park, Gas Lane, Tenby.
7. To consider any updates on Tenby Town Walls and agree action in response to proposals.
8. To receive an update on possible solutions to resolve the Newell Hill parking problems - Cllr. Mrs. T. Evans
9. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
10. Date and Time of Next Meeting  
Tuesday 16th November 2021 at 7.30 pm
11. To propose any item for the next Agenda.
12. **TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960".**
13. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 19<sup>th</sup> October 2021.
14. Matters arising for information only.

**TENBY TOWN COUNCIL**  
**MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD**  
**19<sup>TH</sup> OCTOBER 2021**

**PRESENT:** Cllr Mrs Skyrme-Blackhall Mayor  
Cllr Mrs T Evans  
Cllr Mr L Blackhall  
Cllr Mr J Cornwell  
Cllr Mr M Evans  
Cllr Mr T Hallett  
Cllr Mr H Whitehurst

**IN ATTENDANCE:** Mr A Davies Clerk  
Mrs S Thompson Assistant to the Clerk

The Mayor welcomed councillors

**167. TO RECEIVE APOLOGIES**

Apologies received from Cllr Mrs Lane, Cllr Morgan and Cllr Ronowitz.

**168. TO DISCLOSE ANY PERSONAL INTERESTS IN ITEMS OF BUSINESS LISTED BELOW**

None.

**169. TO AGREE ITEMS OF CORRESPONDENCE AND COMMITTEE MINUTES OTHER THAN THOSE MARKED NOT FOR PUBLICATION BEING GIVEN TO MEMBERS OF THE PRESS PRESENT**

Proposed by Cllr Blackhall and seconded by Cllr Mrs Evans.

**RESOLVED**

**That items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.**

**170. CONFIRMATION OF MINUTES**

**Resolved that the Minutes of the Tenby Town Council meeting held 5<sup>th</sup> October 2021 be confirmed and signed as accurate.**

**171. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

- a. **Page 84 Item 157a – Arcadis - Tenby Pedestrianisation Study:** The Clerk told councillors that he had received an email back from Mr Phillips of Arcadis. He is still awaiting to hear from PCC officers with regards to their availability and will return to him once he has dates to hand.

- b. **Page 86 Item 157d – Rail Services:** Further to the previous email, she had received from Simon Hart MP, Cllr Mrs Evans had now received a further email which she read to members. Cllr Mrs Evans hoped to attend the site meeting mentioned within the email. Cllr Hallett agreed that Cllr. Mrs. Evans should attend if possible and the Mayor seconded. The Mayor then thanked Cllr Mrs Evans for her determination. Cllr Mrs Evans confirmed that she will report back to members once the meeting has taken place.
- c. **Page 86 Item 157d – Mayors Parlour:** The Clerk told councillors that, further to the discussion of cleaning having taken place, following a conversation with the Mayor, it had been decided to assess the remedial works in relation to the damp problems before the cleaning as any building work could generate more mess.

The current situation is that a builder has taken a look and whilst cosmetically it is a fairly simple solution, he has concerns that this may not fix the problem with regard to the damp.

Due to the age of the walls, there are concerns of water ingress through the ancient mortar. The Clerk has sent an email to Suzie Adams and Rob Scourfield asking if they would come and look but it may be that he would have to involve CADW should work need to be undertaken.

The Clerk is, however, hopeful that that once the room is being used and aired regularly, that the problem may not be too bad.

Cllr Hallett would like the work to be done and Cllr Blackhall suggested removal of the plaster board and any render in this area which would be in keeping with rest of building. The Clerk will ask the builder for an opinion.

Cllr Blackhall feels it is a good idea to get the work done before the deep clean. He felt it may take some time to arrange and suggested that the remote meeting format may need to continue at least until the start of 2022.

The Mayor agreed and asked if fellow councillors were in agreement. All would love to get around the table, especially her as she has yet to sit in the mayor's chair, but we must do what is best to be in the right position to protect all members, particularly as Covid rates are still high.

## **RESOLVED**

**That members continue to hold meetings remotely for the remainder of the year to reduce potential transmission of Covid-19 and to facilitate remedial works to the Parlour. This situation to be reassessed prior to the first meeting of 2022.**

**172. TO RECEIVE THE NOTES OF THE MEETING HELD BETWEEN TENBY TOWN COUNCIL, PEMBROKESHIRE COUNTY COUNCIL AND ATEB HELD 5<sup>TH</sup> OCTOBER 2021**

Are councillors happy to receive these, asked the Mayor? It is just a matter of awaiting progress reports.

**173. TO RECEIVE THE MINUTES OF THE CHRISTMAS FESTIVITIES MEETING HELD 12<sup>TH</sup> OCTOBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN**

Members have the Minutes before them said the Clerk, highlighting the recommendation in relation to trees around St Mary's which members are invited to consider. The Clerk is happy to answer any queries.

Cllr Cornwell asked about power supply to the trees and the Clerk confirm there are 2 points which were used historically. These can be used again; it was just a case of getting cabling to these points.

Cllr Blackhall proposed that members accept the recommendation of the Festivities committee and commit additional resources as identified. Any income from sponsorship will help offset these costs. He understands there has been considerable interest in the project and voiced his congratulations to Cllr Ronowitz. Cllr Mrs Evans seconded.

The Mayor is excited about the new lighting ideas and the prospect of holding a more 'normal' event. She added her thanks to Mr Rhys Thomas for his input which was very positive. We are building on something for the future.

She also thanked the Clerk, Cllr Ronowitz and Shelly Webb.

The Clerk commented that, at the last meeting Cllr Blackhall had queried the possibilities of decking out the main tree the same as the ones around the church. The Clerk had spoken to Shelly who estimates a cost of approximately £500 for the full tree.

He asked would members also consider this additional funding. The Mayor proposed accepting as she felt it was important to keep a uniform appearance around the church and Cllr Hallett seconded.

In relation to the event itself, the Clerk said that the RNLI are happy with the suggestions and will assist in any way as will HM Coastguards.

Cllr Ronowitz has spoken to a person in relation to character costumes but as he is poorly will let us know costings when better. Mrs Fisher and Mr Vickery have very kindly agreed to provide snow (weather permitting) and to supply sweets once again.

A further progress meeting will be planned in the not too distant future.

**RESOLVED**

That under Section 144 of the LGA 1972 further funding be vired from the underspend in the Ironman budget for 2021/22 to facilitate the provision of illuminated Christmas trees around St Mary's Church as part of the town's Christmas Lighting scheme.

174. **DISCUSS THE FOLLOWING PLANNING APPLICATIONS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:**

a. **NP/21/0567/FUL – Creation of off-road parking to front of property – 35 The Maudlins, Tenby**

The Mayor asked if members had any comments. Many properties have off road parking already commented Cllr Hallett. The Clerk told councillors that he believed some residents are concerned with loss of on road parking but nothing has been received in writing, this was just a verbal observation passed on to him. Cllr. Mrs. Evans proposed accepting this application as no actual letters of objection had been received and the precedent has already been set by other properties on the road. Cllr Cornwell seconded.

**RECOMMEND**

**Approval. There are examples of this type of development along this road so members feel that a precedent has been set.**

b. **NP/21/0168/FUL – Internal and external alterations in association with change of use from hotel to three residential apartments and refurbishment of existing basement floor and attic apartments (amended description) – Panorama Hotel, The Esplanade, Tenby**

Cllr Hallett is still concerned with fire escape provision. This is building of 3 storeys. Although there is very little change in the proposals, have any comments been received from the Fire Brigade, he asked?

The Clerk understood that there were no changes to the planning application previously considered and approved by members. He felt this was just a 'desk exercise' to amended the description of the application to be more in keeping with what is planned as opposed to a new application.

Cllr Blackhall voiced his concern of the conversion to flats and the loss of another hotel and wondered if this required change of use planning permission? It was pointed out that the application stated: 'in association with change of use'

Cllr. Blackhall then asked if there was any affordable housing or Section 106 provision. However, Cllr Cornwell reminded members that we have previously agreed to this application, this is just a description change in the application wording rather than actual change and TTC should abide by the previous resolution. Cllr Hallett seconded.

Cllr Whitehurst and Cllr Blackhall abstained from voting.

## RECOMMEND

### Approval.

- c. **NP/21/0593/FUL – Demolition of existing building and construction of 34 residential units incorporating class A1/A2/A3 and D2 floorspace at ground level and all associated development – Former Royal Mail Delivery Office, Warren Street, Tenby**

The Clerk has had a conversation with Mr Andrew Richards, the PCNPA officer dealing with this application and also received an email from Tenby Civic Society this morning. He shared the comments of the Civic Society with members before outlining his conversation with Mr Richards.

Mr Richards explained that he is working with the planning agent on the viability assessment and is awaiting figures. He has, however, stressed that LDP Policy 48 in relation to this development will be followed. Cllr Blackhall felt that any feedback from this council should make it clear that any viability assessment cannot dilute the affordable housing requirement. Policy 48 in relation to affordable housing based on the number of planned units mean that there should be about 17 affordable units.

Cllr Blackhall proposal refusal of this application as it fails to comply with Policy 48. There is also a question of possible over development and massing issues as raised by the Civic Society. There is also concern as to what parking is required as the lack of provision for such a large number of dwellings will cause further parking problems to others in the area.

Cllr Cornwell agreed with everything that Cllr Blackhall had said and seconded.

## RECOMMEND

**Refusal. Members feel that the applicants have not addressed the requirements for 50 percent affordable housing as laid out under LDP Policy 48 for windfall sites. Members feel that, should this site be sold to a developer who pays in excess of its market value for residential development, then ‘viability’ will not be an acceptable reason for diluting the affordable housing provision as laid out in Policy 48. Further, members are concerned about the massing of the site due to its proximity to the Conservation Area, two listed Churches and the Scheduled Ancient Monument Town Walls. Members also feel that, despite PCNPA’s recently adopted SPG in relation to Zone One Conservation Area parking provision, the proposed number of spaces provided are inadequate for the proposed number of dwellings and will exacerbate an already problematic parking situation in this area of the town.**

159. **TO CONSIDER THE FOLLOWING ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:**

a. **Mrs Heywood, Tenby Church in Wales Primary School – Dog fouling issues**

Members were saddened to learn of the dog fouling issues around the school and agreed it was a disgrace. Cllr Hallett added that this should be monitored and stopped.

Cllr Evans said he does not know the solution but suggested that TTC get the children involved. Let TTC sponsor 2 signs, ask the children to design them. TTC could then get them made and erected at both ends of the pathway.

The Mayor seconded as she was all in favour of involving the children.

Cllr Hallett suggested the Government should consider the reintroduction of the Dog licence to help fund enforcement.

New signage involving the local school children in the design would be good publicity to help highlight the problem added the Clerk.

**RESOLVED**

**That the Clerk liaise with Mrs Heywood over the creation of two signs to be erected on the footpath under Section 2 of the Local Government Act 2000**

b. **Independent Remuneration for Wales – Draft Annual Report 2022/23**

This is an annual exercise said the Clerk. These are draft proposals as to the level of remuneration for members as of April next year and Wales Audit are seeking views of the council before finalising their proposals.

We as a council will then go through and look at which proposals are mandatory and those that we can choose to adopt.

There appears to be a change of groupings of town and community councils as to when provision is mandatory or voluntary.

Originally the groupings were based on budgets and expenditure but now the groupings would be based on electorate.

Cllr Hallett asked when it needs to be replied to and the Clerk confirmed it to be 26<sup>th</sup> November. If members are happy with the proposals, then we do not have to comment.

Members can determine what they are going to adopt in the usual manner when the draft is finalised.

Cllr Hallett moved accepting the information for the time being and the Mayor seconded.



c. **Senedd Cymru – Welsh Youth Parliament**

The Mayor asked members if all had had a chance to look at this. Cllr Cornwell feels this is a great idea and has talked to folk who have children within this age group. This was important for democracy, giving youngsters an understanding as to how governments and councils work. Cllr Hallett seconded.

d. **Rebecca Evans AS, Minister for Finance and Local Government – Councillor survey**

The Clerk told members that this is one for councillors to reply to individually. Please log in and fill in the survey.

e. **Cllr Kris Bolam JP, Mayor of Frankton - ‘Friendship City’ proposal**

The Clerk reminded members that TTC were happy to enter into discussions and this correspondence was how Frankton see proposals going forward. Are councillors happy to proceed as suggested, he asked? So long as it’s not too expensive commented Cllr Hallett.

The Clerk will return to Cllr Bolam to say we are happy to proceed, assuming they will prepare the relevant documentation.

f. **Lt. Col (Ret.) C. A. Le Hardy – Belgian Forces commemoration**

Tenby has always had a good friendship with the Belgian forces said Cllr Hallett and we should do all we can to welcome them back. The Mayor seconded this.

Cllr Cornwell said originally, he wasn’t aware of the link the Belgian forces had with Tenby. It was marvellous that they still remember staying here and that we supported them and we should do all we can to maintain this link.

The Clerk pointed out that Lt. Col Le Hardy is asking if TTC could write to Belgian Ambassador in support of getting this off the ground.

Cllr Hallett moved and the Mayor seconded.

**RESOLVED**

**That TTC write to the Belgian Ambassador supporting the bid to hold a commemoration of the formation of the Brigade Piron by the Free Belgian forces in Tenby in 1940.**

176. **TO RECEIVE THE ACCOUNTS FOR SEPTEMBER (INCLUDING SCHEDULED PAYMENTS, UNPRESENTED CHEQUES, RECEIPTS, ACCOUNT BALANCES, BUDGET MONITORING TO DATE AND BANK RECONCILIATIONS) AND CONSIDER ANY ISSUES ARISING**

There are no issues said the Clerk but he drew members' attention to Augustus Place receipts column. It shows an unexpected income of £1885 which is a rebate on overpayment of non-domestic rates. It has taken a long time to be sorted but the VOA have now agreed that the centre has been wrongly rated for non-domestic rates since 2017. Instead of £2,500 the rateable value is now £1,500 annually, which should mean roughly a 50% reduction on this cost.

Cllr Hallett moved approval of the accounts and thanked Clerk. The Mayor seconded.

## **RESOLVED**

**That the accounts for September (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) be approved.**

**177. TO CONSIDER ANY UPDATES ON TENBY TOWN WALLS AND AGREE ACTION IN RESPONSE TO PROPOSALS**

The Clerk has attempted to contact Suzie Adams but she has not responded to this yet. What can be done now, asked the Mayor? This is frustrating but she knows that the Clerk is doing everything he can.

The Clerk said that, while we have our own priorities so does PCC, and he feels that sadly it is just a matter of waiting. Looking at change in weather, it is unlikely continuing work on weeds will go ahead in the near future though.

**178. TO CONSIDER WAYS THE TOWN COUNCIL CAN IMPROVE INTERACTION AND COMMUNICATION WITH CHILDREN AND YOUTH GROUPS WITHIN THE TOWN AND AGREE ACTION IN RESPONSE TO PROPOSALS – CLLR MRS SKYRME-BLACKHALL**

The Mayor told members that this is something she has been thinking about for a very long while. Our young people are our future and they should have the chance to speak about matters that are important to them.

It has been hard for all during Covid especially our youngsters and it would be good to give them a voice going forward.

She was suggesting that TTC create a forum to invite representatives of youth groups and young individuals to meet with council to allow the young to talk to us about what is important to them, to tell TTC and PCC about things that matter to them and what they want to do for the future.

This will enable them to promote their issues and express their opinions, although we must ensure that there must be no false expectations about what can be done and what can be achieved.

Cllr. Mrs. Evans and Cllr. Morgan had already expressed an interest in taking this forward and she proposed working with TTC staff to co-ordinate the setting up of an initial meeting where plans could be made for the future. This first meeting could

determine where to meet, how often, the forum's aims for the first year and the groups and other organisations that may want to get involved for example Round Table.

She did not see this as a fund-raising forum but a means of discussing issues within our town and how youngsters could get involved in looking after the town.

This would also be a good introduction to local government for them and some could go on to be future councillors.

The Mayor said Planed had just produced a toolkit on how to increase youth engagement with town and community councils and she was having a good look through this information with a view to using it to help to set up the forum.

Cllr Hallett supported the Mayor's ideas and Cllr Cornwell indicated he also would be happy to serve on the forum.

All were in favour of the Mayor working with TTC staff and fellow councillors to try to establish a forum.

179. **TO CONSIDER ANY FINANCIAL OFFICER/CLERK'S ITEMS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:**

a. **Remembrance Sunday, 14<sup>th</sup> November 2021**

The Clerk reminded councillors that last year we were in lockdown and were not able to have a normal parade. Instead, a small-scale affair with various representatives took place. This year the local branch of the British Legion has been issued guidance that, if local authorities wish to stage a more 'normal' event then the local branch can support it.

Basically, the question to members is how do we wish to approach Remembrance Sunday this year, asked the Clerk?

Mr Peachy is unable to march due to a recent operation and Mr Broxham is also unable to march but they do have a plan to accommodate a parade if that is TTC's wish.

Our normal meeting place is not available so it will mean meeting at the De Valence and proceeding down White Lion Street and along South Parade.

Canon Andrew Grace has confirmed that there would be no church service following the service at the War Memorial.

If we did stage a parade, organisations will be advised that attendance is at their own discretion. They will also be advised to wear masks. Although not able to control crowds, signage will be placed to remind those attending to socially distance. It was a question as to how members feel about this approach, said the Clerk, adding that the road closure has been confirmed if we wish to go ahead.

Cllr Hallett feels it is very important that we go ahead to remember those who gave their lives for us. Cllr Cornwell seconded this.

The Mayor thanked the Clerk for this work. Although the pandemic is getting lower on the news agenda, things unfortunately are still not going the right way.

However, Remembrance Sunday was one of the most important events in the calendar and we should endeavour to stage a service as close to normal as possible within Covid guidelines. We should prepare to hold the event and hope we can carry on as best we can.

The Mayor has also met and agreed with Guides and Brownies that the day before Remembrance Sunday they are to create a Poppy Trail in the grounds of St Mary's Church using pebbles painted with a poppy.

The Rev Morgan has agreed to give a blessing so that the Guides and Brownies can commemorate in their own way if they feel unable to attend the main Service. The Mayor hoped this could be something to build on in years to come with other organisations.

**180. DATE AND TIME OF NEXT MEETING**

**Resolved that the next meeting will take place on Tuesday 2<sup>nd</sup> November 2021 at 7.30 pm.**

**181. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA**

**Newell Hill Parking update please – Cllr Mrs Evans**

Cllr Cornwell told councillors that he passes frequently and is shocked at the number of parked cars, particularly up on the pavements on both sides of the access road. He understands the concerns of residents; it is not good at all.

**182. TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE “PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960”**

**183. TO CONFIRM THE PRIVATE AND CONFIDENTIAL MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 5<sup>TH</sup> OCTOBER 2021**

**Resolved that the Private and Confidential Minutes of the Tenby Town Council meeting held 5<sup>th</sup> October 2021 be confirmed and signed as accurate.**